CP-17944 (08/25)

TOWN OF SOUTHAMPTON

Department of Land Management
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TOWN SUPERVISOR

JANICE SCHERER
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

DAVID A. WILCOX, JR.
DIRECTOR OF TOWN PLANNING AND
DEVELOPMENT RIGHT MANAGER

Request To Extinguish Town Owned Development Right for an Accessory Apartment

Pursuant to Town Code, Chapter 330-11.2(N) I am requesting Extinguishment of a Town owned Development Right to construct an Accessory Apartment, the occupancy of which is subject to the issuance of a Certificate of Compliance from the Building Division; a Tenant Qualification Certification and Lease Approval from the Housing Department; and an Accessory Apartment Rental Permit from Code Enforcement.

Accessory Apartment Code – Town Code Chapter 330-Article IIA
Housing for Income Eligible Households; Community Housing Opportunity Fund - Town Code Chapter 216

SCTM# 900 - _____ . _____-_____-_____ . _____ Date: _____
Section Block Lot

Property Owner Name *Signature* *Owner's Domicile or Principal Place of Abode (street & hamlet)* ***(no P.O. Boxes)***

If joint ownership, list names of other owners:

Street Address of Accessory Apartment *Hamlet* *School District*

Contact Person Name ***EMAIL ADDRESS (ALL COMMUNICATIONS WILL BE SENT VIA EMAIL)*** *Mailing Address*

TO BE COMPLETED BY DEVELOPMENT RIGHT MANAGER:

☐ Temporary Development Right set aside pending Cert. of Compliance from the Building Division _____ _____
Date Signature

OR

☐ No Development Rights available for Accessory Apartment in School District _____ _____
Date Signature

Building Permit # _____ Issued: _____ Certificate of Compliance # _____ Issued: _____

☐ Permanent Development Right Extinguishment _____ _____
Date Signature

Comments:

Revision: 08/2025